

A

ccess

Published by the Library of Michigan

September/October 1999 Issue

Volume XVI I NO. 2

ISSN 1051-0818

In This Issue:

Michigan
Legislature.org
2

Preservation Basics
3

Fyan Scholarship
Award Winners
4

Library Finances
4

USF Update
5

Creating a New Vision for Michigan Libraries

by Carey L. Draeger
Public Information Officer

September 17 and 18 may prove to be red-letter days for Michigan libraries. That's when the first Preferred Future Conference will take place at the Sheraton Hotel in Lansing. "This conference will bring together Michigan's library community to shape its future," says Legislative Council Administrator Dianne Odobina. "I'm excited to see the collaborative efforts of all library types continue and grow."

Dreams of such a conference were discussed for 5 years at Library of Michigan Board of Trustees meetings. The groundwork was laid over a year ago, in early 1998, when a visioning team was created with representatives from the Library of Michigan Board of Trustees, the Michigan Library Association, the Michigan Association for Media in Education, the Michigan Library Consortium, the Council of Academic Library Directors & Deans and the Special Libraries Association's Michigan chapters. All members of the team were committed to and energized by the idea of working together in friendly and creative collaboration to create a shared vision. They developed a Statement of Shared Values and Vision that pledged to 1) work as advocates for Michigan's residents in ensuring access to library resources; 2) work for equitable access to Michigan libraries; 3) enable Michiganians to become the nation's most discerning and self-reliant information users; and 4) to pursue opportunities to better serve the library public and constituency through collaboration that engages multiple organizations and all library types.

"Although the Board of Trustees for the Library of Michigan has been charged with advising the Library and other multiple library types on a variety of challenges that face Michigan's library community, we can't do it alone," Board Chair Linda McFadden points out. "The visioning team and the Preferred Future Conference will help bring together the best minds and hearts to build a concrete, multi-dimensional plan, based on cooperation and collaboration, to serve the shared constituencies of libraries, education, business and government."

The cost for the Preferred Future Conference is \$55, which will cover lunches, breaks and a continental breakfast. No fax or email registrations will be accepted. You must send the conference registration form and your check for \$55 by August 31, 1999, to the Library of Michigan, P.O. Box 30007, Lansing, MI 48909. Checks should be made out to "State of Michigan-Library of Michigan." For more information, contact Donna Holdridge at 517-373-1587. To make reservations at the Sheraton Hotel, please call 517-323-7100 and identify yourself with the Library Visions Conference. A special rate of \$89 has been confirmed for the conference.

Conference registration forms are posted at <http://visions.mlc.lib.mi.us>. You will also find directions to the Sheraton, information on other area hotels and additional details about the conference.

Michiganlegislature.org Selected as Featured Site

By Leslie Kenny,
Webmaster/Senior Editor
StudyWeb

The *michiganlegislature.org* website was selected as one of the best educational resources on the Web by researchers at StudyWeb, a site for educational resources for students and teachers. *Michiganlegislature.org* will soon be viewable in StudyWeb's Criminology/Law/Law & Justice section.

StudyWeb has been on the Internet since 1996. Our reviewers scour the Internet to select only the finest sites to be included in our listing of educational links. Each site in StudyWeb includes a detailed review that describes its editorial and visual merits. StudyWeb updates are provided to media and educational resources around the world.

Please take a moment to visit StudyWeb at
<http://www.studyweb.com>.

New URL Required to Access InfoTrac Databases

By Ruth Dukelow
Michigan Library Consortium

On August 10, 1999, the Gale Group completed the conversion from IAC SearchBank to its new interface, InfoTrac Web. All www.searchbank.com addresses have ceased to work. You must change your URL to http://infotrac.galegroup.com/itweb/lom_XXX. Within this URL, change the "lom_XXX" to your library's location ID. If you do not have this information, you may find it by using the Authorized Libraries search form at the AccessMichigan website: <http://accessmichigan.org/iac-lib-search.htm>.

The Gale Group offers the following description of the new interface: "The new InfoTrac Web gives you the power to shape your electronic reference services to fit the needs of your library community. You get the power of InfoTrac's search engine, the quality of InfoTrac's indexing and the wealth of InfoTrac's full-text and image content, all with a customizable interface."

This fall AccessMichigan will offer training on the new InfoTrac Web interface, as well as training for the upcoming New FirstSearch and on the new K-6 databases. Watch the Michigan Library Consortium for a schedule of training dates and locations.

For more information, contact Bill Forgette, AccessMichigan trainer, at 1-800-530-9019, ext.13 or you may email him at forgettb@mlc.lib.mi.us.

May I Introduce you to...



Chicago, Illinois, native
Frances "Fran" Pletz?

Fran has been a Michigan resident since her senior year at East Lansing High School. Married to Harold Pletz for 57 years, Fran and Harold were partners in Pletz and Son Automotive Enterprises for 35 years. They are the parents of four sons--Harold, Steven, James, and Frederick—and her daughter Alice, 13 grandchildren and one great grandchild. Fran served as president of the Williamston Chamber of Commerce (Williamston is a small town east of Lansing), where she earned state and national recognition for "Facelif the chamber's community project.

Fran is the retired executive director of the Michigan Library Association. She served on the Chapter Relations and Legislative Committees of the American Library Association and as president of the International Committee of Library Association Executives. While serving as executive director, Fran was the editor of Michigan Librarian and authored a manual for trustee development in public libraries. During her 13-year tenure as executive director, Fran returned to Michigan State University to complete her bachelor of arts degree in communication. She had started college in 1939, but dropped out in 1942 after her marriage to Harold. She and her daughter, Alice, graduated together in February 1982.

Fran is one of the longest-serving members on the Library of Michigan Board of Trustees. She represents the public and is a past chair of the board. If that weren't enough to keep this "retired" person busy, Fran also is a member of the Library of Michigan Foundation Board of Directors. She is a member of Zonta International, is active with the East Jordan Chamber of Commerce and was the first president of the Jordan Valley Area Council, an organization she helped to organize in 1989. She is currently a trustee of the Jordan Valley District Library in East Jordan.

One of Fran's proudest achievements came when, as a lobbyist for Michigan Library Association, she encouraged and worked with Senator William Faust when he introduced P.A. 100 for public libraries, which gave new meaning to state aid for libraries, and brought library cooperatives into existence. She also worked with Senator Faust as he shepherded the establishment of the Michigan Library and Historical Center, the Library of Michigan's home, through the legislature.

In the next issue of Access we will introduce you to several other trustees, including Board Chair Linda McFadden.

Preservation Basics

Why Books Are Wet—What Do I Do?

By Kathleen Menanteaux
Collection Management Services

Welcome to the first column about basic preservation. Based on the phone calls and emails we've received over the last few years, we know that small, rural, and even special libraries in Michigan want information about preservation. Nancy Robertson, rare book curator and librarian, and I will bring you some basic preservation information in coming issues of Access. We are not preservation librarians, but we'll share what we know.

The day after a late-winter storm had dumped freezing rain across the state, my telephone rang and a voice asked, "My books are wet—what do I do?" The librarian of a tiny one-person library told me that a pipe had broken over a few shelves of the children's book section. The librarian was concerned that the books could not be saved.

Temperature and humidity controls are critically important to preserving library and archival collections because books and materials readily absorb and release moisture. They respond to seasonal temperature and humidity changes by expanding and contracting. The breakdown of these controls contributes to accelerated deterioration and may lead to cockling paper, flaking ink, warped book covers and cracked emulsion on photographs.

When books are water damaged, follow these steps:

1. If a small quantity of books are wet, remove them from the shelves and move to tables located in a clean dry space. Books are often fragile when wet, so handle them carefully. Make sure you remove all books from the shelves that have absorbed any water or moisture. Examine each volume carefully to see if any debris is on the covers. While the items are still wet, dab areas with debris with a damp cloth. Do not rub or you may further damage the materials.
2. Always try to air-dry materials in a cool, dry place with fans. Open each volume and stand them upright on paper towels that are free of inks and dyes. Carefully open the covers to support the book. Place paper towels between wet pages (too much interleaving of paper towel may put a strain on the item). Replace the paper towel as it absorbs moisture. Avoid sunlight because it may cause the items to dry too quickly. If you have an air conditioner available and a dehumidifier, you may be able to lower the moisture content in the air. Keep the fans running even with air conditioning.
3. If you have a large quantity of water-damaged books, remove two or three books from each wet or partly wet shelf to relieve pressure. The books you remove may be packed snugly with spine down. You may freeze these items if you have the facilities. Leave damp books on the shelves if you can keep the area cool and dry. For a large quantity of books on shelves, contact a commercial dehumidification firm to rid the affected area of excess dampness.
4. If you are unable to air dry damaged materials within 48 hours, they may become moldy. If you air dry any books containing mold, you may blow the mold through the air to other collections. Never place books with mold back on the shelf, even after air-drying. You may need to consult a conservationist. Books and materials become much weaker when wet, so never hang books over a line, unless recommended by a conservationist.

The librarian of the small library who called was able to save almost all of the damaged books.

MLS Establishes Annual National Award for Libraries

The Institute of Museum and Library Services (IMLS) announced the new National Award for Library Service on May 4, 1999. The award will celebrate outstanding American libraries that make significant and exceptional contributions to their communities. The Director of IMLS will make the award with the advice of the National Commission on Libraries and Information Science (NCLIS). The Institute has offered a similar award that recognizes outstanding public service in museums.

A call for nominations for the year 2000 is currently under way. Any individual may submit a nomination; nominations of libraries of all sizes and types are encouraged. The principal

criterion for selection is the library's community service. Achievements, such as attracting new audiences, establishing programs that address current social or economic issues, and fostering collaborations with other institutions in the community, should be highlighted.

The deadline for nominations is November 20, 1999. Nomination guidelines and information are available at <http://www.imls.gov/NALS.htm> or by contacting Trish Skaptason at the Institute of Museum and Library Services, Room 817, 1100 Pennsylvania Avenue NW, Washington, DC 20506, 202-606-5227 or you may email her at tskaptason@imls.gov.

Making Dollars and Sense of Library Finances

By Mark Gerber
Business Services

Interested in learning more about library finances? The Library of Michigan has contracted with Plante & Moran,LLP to prepare a financial management reference guide. This manual will provide guidance to library boards of directors, trustees and staff in establishing accounting practices and internal controls. The guide will be useful in improving decision-making with regards to library operations based on financial information, establishing policies and procedures related to financial record-keeping and the safeguarding of library assets, and for recording and processing financial information. The 3-ring binder format allows users to easily delete and add pages for future updates. One guide will be provided to each library at no cost. The guide will also be posted to the Library of Michigan website.

In conjunction with the Library of Michigan, Plante & Moran,LLP will hold several workshops on financial management for library directors, staff and board members later this month and in October. The reference guide will be a part of the curriculum, along with several other resources. The goal of the workshops will be to ensure that participants are familiar with the contents of the reference manual and with various financial management and accounting practices for libraries. The workshops will answer questions, such as "What is fund accounting?" "How do I prepare a budget?" "What are my library's investment options?" "How do I prepare for an audit?" and more.

Each workshop will run from 8:30 a.m. to 4:00 p.m. and includes lunch. Advance registration is required along with a \$20 conference fee. The fee will be refunded upon attendance at the workshop. Dates and locations of the workshops are:

September 14	Bay de Noc Community College, Escanaba
September 15	Indian River Area Library, Indian River
September 21	Orion Township Public Library, Lake Orion
September 23	Wayne Public Library, Wayne
September 28	Howard Miller Community Center, Zeeland
October 5	Library of Michigan, Lansing
October 19	Washtenaw County Library, Ann Arbor

Please call Donna Holdridge at 517-373-1587 to request a registration form or if you would like more information. You may also access the registration form at the Library of Michigan website, <http://www.libofmich.lib.mi.us>.



August 1999 Loleta Fyan Scholarship Award Winners

by Anne Donohue

The following 11 individuals were awarded scholarships for continuing education from the Loleta Fyan Scholarship Award. They are:

Darcy Bellinger
Houghton Lake Public Library
Susan Brady
Dexter District Library
Carla Caretto
Oxford Public Library
Nancy Clarizio
Northville District Library

Jill Doll
Almont District Library
Dan Hutchins
Brandon Twp. Public Library
Kathleen Johnson
Lake Linden Hubbell School/Public Library
Dava Maat
Boyne District Library
Dawn Pringle
Jordan Valley District Library
Vicki Skinner
Tamarack Public Library
Charlene Torres
Coloma Public Library

Year 2 USF Funding Flows to Michigan Libraries

by Jeff Johnson
Deputy State Librarian

Beginning on July 9, Funding Commitment Letters were issued on a weekly basis to successful school and public library applicants for Year 2 of USF funding in fiscal year 1999-2000. The awards were made by the School and Library Division of the Universal Service Administrative Company that manages the USF program for the Federal Communications Commission. These official letters confirmed the amount of funding for rebates and discounts on telecommunication services awarded to each applicant.

The third wave of E-rate funding letters for Year Two was released on July 23; Wave 4 was released on July 29. Since July 1, 1999, Michigan schools and libraries received letters that have committed \$8,345,062.50 in USF funds. A total of 8 to 10 waves of funding commitment letters is expected.

Michigan public libraries, cooperatives and school districts were well represented among applicants funded during the first year of this new federal "E-rate" program. Michigan placed 8th out of 54 states and territories, with a total of nearly \$57 million received. Year One for USF closed on June 30, but there is a 3-month grace period that allows completion of the internal connections that were funded.

Michigan public libraries received a total of \$2,034,998 in E-rate discounts during Year 1; Michigan consortiums received \$1,896,629 and Michigan schools received \$52,996,211 for a state total of \$56,927,838. Internal connections for Internet access are funded at a 70% discount level and above. Discount levels are based on poverty levels obtained from totals for the school year program.

The next USF funding cycle for Year 3 is tentatively scheduled to begin on October 15. As in previous cycles, there will be an equal opportunity window" for USF Form 471 applications that may run until either December 15, 1999 or January 15, 2000--final dates have not yet been determined. All of the Funding Commitment Decision letters for Year 3 will be issued by May 1, 2000. USF procedures for Year 2 continue to evolve, and a new Form 486 is expected.

Schools and libraries with E-rate funding commitments are advised to continue to work closely with their cooperative and EMC staff. Updated information is provided through the office of the Michigan Information Network (MIN). For details about the e-mail list go to <http://www.merit.edu/k12.michigan/usf/lstsr.html#min>.

For a listing of Michigan schools and libraries that have received funding commitment letters and the amounts of the approved rate discounts, visit the MIN webpage at <http://www.min.state.mi.us>.

Traverse City Author Wins Michigan Author Award

By Marianne Hartzell
Michigan Library Association

Jerry Dennis, whose work celebrates Michigan's outdoor resources, will receive the 1999 Michigan Author Award, which is sponsored by the Michigan Library Association and the Michigan Center for the Book.

Dennis' essays and stories have appeared in the *New York Times*, *Gray's Sporting Journal*, *Sports Afield*, *Wildlife Conservation*, *Smithsonian*, and *American Way*. His many books include *A Place on the Water: An Angler's Reflections on Home*, *The River Home* and *It's Raining Frogs and Fishes*. His work has won numerous awards and is frequently anthologized. Nominations for Dennis described his writing as inspirational, delightful, honest, humorous and lyrical. Dennis, who has spent most of his life in northern Michigan, currently lives with his wife, Gail, and their sons Aaron and Nick, in a farmhouse on the Old Mission Peninsula.

Dennis will receive the \$1,000 award on November 5 and will speak at the Michigan Author Award luncheon during the Michigan Library Association's annual fall conference in Dearborn.

New Directors' Workshop Date Set

The next New Directors' Workshop at the Library of Michigan is scheduled on November 15, 1999.

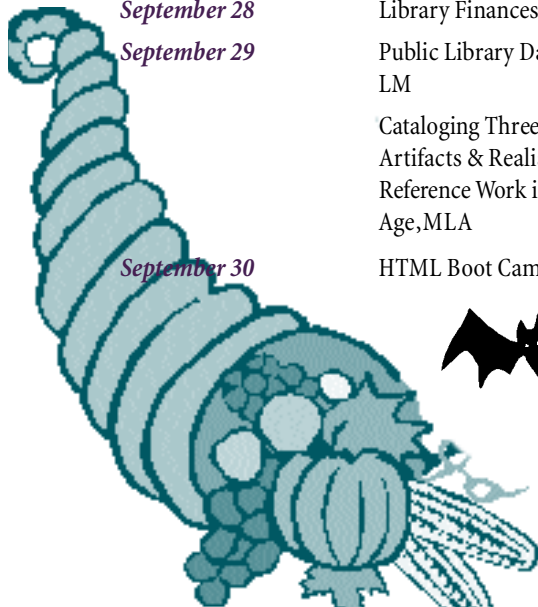
The workshop covers items of interest to new Michigan library directors. It outlines services the Library of Michigan provides to libraries across the state, how to access them, and explains state aid requirements, penal fines and necessary reports. Trustees are welcome to attend the workshop.

For more information, please contact Bryon Sitler at 517-373-2548.

September October Is... is...

The ninth month of the year, although its name is derived from the Latin word, *septem*, for "seven." September originally had 30 days, until Numa, when it was reduced to 29 days. With the Julian calendar, September was restored to its original 30 days.

September 6	Labor Day
September 9	HTML Boot Camp, MLC QuickBooks Accounting Software in the Library, MLA
September 10	Library of Michigan Board of Trustees Meeting
September 10-11	MAME Executive/Board of Directors Meetings, MAME
September 13	Project Management: Concept & Software, MLA
September 14	Making Dollars and Sense of Library Finances Workshop, LM
September 15	Library Finances Workshop, LM
September 17	Assigning Library of Congress Subject Headings, MLC
September 17-18	Preferred Future Conference, LM
September 21	Library Finances Workshop, LM
September 23	Mahoney Workshop, UPRLC, LM Library Finances Workshop, LM
September 24	OCLC ILL Advanced, MLC Community Analysis to Strengthen Your Library, MLA Library Finances Workshop, LM
September 28	Public Library Data Workshop, LM
September 29	Cataloging Three-Dimensional Artifacts & Realia, MLC Reference Work in the Internet Age, MLA
September 30	HTML Boot Camp, MLC



The tenth month of the year, even though its name is Latin for "eight" (*octo*). October has always had 31 days.

October 1	Serials Cataloging, MLC Public Library Data Workshop, I
October 4	Public Library Data Workshop, I
October 5	Library Finances Workshop, LM
October 6	Public Library Data Workshop, I
October 7	Public Library Data Workshop, I
October 8	Conducting Meaningful Performance Evaluations, MLA Public Library Data Workshop, I
October 12	Public Library Data Workshop, I
October 13	Public Library Data Workshop, I
October 14	Public Library Data Workshop, I
October 17-23	Teen Read Week
October 19	Reference Skills Refresher, MLA
October 21	Public Library Data Workshop, I Library Finances Workshop, LM
October 22	HTML Boot Camp, MLC
October 26	Public Library Data Workshop, I
October 27	Mahoney Children's Workshop, Meijer Gardens, LM Public Library Data Workshop, I
October 27-30	MAME 26 Conference
October 28	Building Earth's Largest Library, MLC Public Library Data Workshop, I
October 31	All Hallows Eve



For more information about Library of Michigan events, telephone 373-1580 or visit the website at <http://www.libofmich.lib.mi.us>; for more information about Michigan Association of Media in Education events, telephone 517- 699-1717 or visit their www.mame.gen.mi.us; for more information about Michigan Library Consortium (MLC) events, contact the registration desk at 800-530-9019, ext.10 or email register@mlc.lib.mi.us; or for more information about Michigan Library Association (MLA) events, telephone 517-694-6615 or email mla@mlc.lib.mi.us.

The Rochester Hills Public Library Board of Trustees announced July 20, 1999 the appointment of Ira Matsco as the library's new director. In January 1999 Matsco has served as interim director, filling the vacancy left by the resignation of former director Christine Hage. Matsco began her association with the Rochester Hills Public Library in 1981, when she joined the Friends of the Library board and served as book sale coordinator and newsletter editor. She also began working as a full-time librarian in 1985 and became head of Adult Services in 1988. In addition to her increased responsibilities over the years, Matsco won the Gale Award "On the Frontline" award, which is presented annually to a reference librarian who successfully integrates technology and public service, in 1995. Matsco's appointment was confirmed at the library board's July 12 meeting.



The Peter White Public Library Capital Campaign has been awarded a \$200,000 challenge grant from the Kresge Foundation of Troy, Michigan. The grant is conditioned upon raising the \$487,167 currently required to complete the funding of the library renovation/expansion project by January 1, 2001. The library has been fundraising for the renovation and expansion of the historic Peter White Public Library building. Marquette City voters approved a \$4.5 million bond issue to fund one-half of the \$9 million project cost in August 1996. Since that time library staff and volunteers have raised over \$3.7 million.



Debbie Gallagher, the adult reference librarian at the Northeast Branch of the Ann Arbor District Library (AADL), is this year's recipient of the Michigan Library Association's Loleta Fyan Award. The award is given annually to a Michigan librarian who is relatively new to the profession (less than 10 years) and who has made significant contributions to the library field beyond the scope of his or her normal job. Gallagher will receive her award at the MLA November conference at the Hyatt Regency in Dearborn, Michigan.

The Ann Arbor District Library was also selected as one of the first sites for the United States National Commission on Libraries and Information Science (NCLIS) Sister Libraries: A White House Millennium Council Project program. Only 10 libraries in 25 states have been selected to pair with other libraries worldwide. A library in Tübingen, Germany, will become sister library for the AADL.

Judy Stillion, the library director at the George N. Fletcher Library in Alpena, was featured in the Public Sector Department of the May 1999 issue of *Corp!* magazine, a publication of "successful business." The focus of the article is on how today's libraries have evolved into high-tech resources that are run like businesses for all sorts of people. The article also mentions Stillion's work to build close relationships with local media to further educational and cultural outreach, the recent installation of a suggestion box for patrons and the different special presentations, art exhibits and keynote speakers Stillion and her staff have brought to the library. Stillion is quoted as saying, "I really believe a quality library is patron-friendly and patron-focused. After all we are funded with public funds."

The Michigan State University Voice Library plans to build the largest collection of historical audio recordings on the Internet, opening 50,000 hours of interviews and speeches to researchers, students and anyone interested in the intonations, pauses and coughs of history. On July 14 the National Science Foundation announced a 5-year, \$3.5 million grant to the university to build the National Gallery of the Spoken Word. The on-line gallery will offer a broad range of material, including the first cylinder recordings by Thomas Edison, the voices of Babe Ruth and Florence Nightingale and interviews by Studs Terkel. The grant will also support research into new ways to search audio recordings so that scholars may skip right to the sound clips they need. Michigan State University will work with the Library of Congress and universities and institutions that are already building digital sound libraries, including Northwestern University, the Chicago Historical Society and the University of Colorado. Project organizers hope to post the first batch of material focusing on American history within 9 months to a year.

Library of Michigan employees joined with coworkers at the Legislative Service Bureau and the Michigan Historical Center to sponsor a blood drive on July 21, 1999. The American Red Cross Great Lakes Blood Services Region provided personnel, promotional and informational materials and the necessary medical equipment. Fifty-one pints of blood were collected. The blood drive also generated some positive publicity—the Lansing CBS affiliate featured a story about the event on its morning and evening news broadcasts. The Library's Staff Involvement Team coordinated the blood drive for all 3 agencies. Response to the blood drive was so positive that SIT is planning another one for next year.

State Librarian

Vacant

Deputy State Librarian

Vacant

Public Information Officer

Carey L. Draeger

Graphic Design /Layout

Marnie M. Elden

Contributing Writers:

Anne Donohue, Ruth Dukelow, Mark Gerber, Marianne
Hartzell, Jeff Johnson, Leslie Kenny, Kathleen
Menanteaux

Legislative Council

Senator Dan L. DeGrow, Chair

Representative Charles R. Perricone, Alternate Chair

Representative Patricia Birkholz

Senator John D. Cherry, Jr.

Senator Joanne G. Emmons

Senator Robert L. Emerson*

Representative Michael Hanley

Representative Kwame Kilpatrick*

Senator Shirley Johnson*

Representative Bruce Patterson*

Representative Andrew Raczkowski*

Senator John J.H.Schwarz*

Senator Kenneth Sikkema

Senator Virgil Clark Smith

**denotes membership with Legislative Council
Agencies Subcommittee*

Library of Michigan Board of Trustees

Linda McFadden, Chair; Thomas J. Moore, Vice Chair;

Maureen Derenzy; Denise A. Forro; Bonnie A.

Gasperini; Bettina Graber; Thomas Kelly, State

Representative (D-Wayne); Dianne M. Odobina,

Legislative Council Administrator; Lois S. Pawlusiak;

Frances H. Pletz; John J. H. Schwarz, M.D., State

Senator (R-Battle Creek); Alma Wheeler Smith, State

Senator (D-Salem Township); David L. Tate

**Library of Michigan Foundation Board
of Directors**

Albert F. Zehnder, President; Michelle Engler,
Vice President; Pamella DeVos, Secretary; Frank D.
Stella, Treasurer; Dan L. DeGrow, State Senator (R-F
Huron); Carl English; Thomas W. Lambert; Richard
McLellan; Thomas J. Moore; Dianne Odobina; Char
R. Perricone, State Representative (R-Kalamazoo);
Frances H. Pletz; Kelly Rossman-McKinney; Jack
Winegarden

Access (ISSN 1051-0818) publishes information
about the Library of Michigan and its activities pl
other materials of interest to the Michigan library
community. Please direct comments or questions t

Carey Draeger**Public Information Officer**

Library of Michigan

P.O. Box 30007, 717 W. Allegan St.

Lansing, MI 48909

Phone 517-373-5578

or fax 517-373-5700

Email: cdraeger@libofmich.lib.mi.us

*Would you like
to receive Access
?*

*Return this form to:
Library of Michigan,
Public Information Office,
717 W. Allegan St.,
P.O. Box 30007
Lansing, MI 48909*

Name

Position

Company

Business Address

City

State

Zip



**P.O. Box 30007
717 West Allegan Street
Lansing, MI 48909-7507
<http://www.libofmich.lib.mi.us>**

**PRESORTED
STANDARD
U.S. Postage
PAID
Lansing, MI
Permit No. 1200**